

Course Title	An Introduction to Budget Management		Duration	One day	Management
Outcomes	By the end of this training, your delegate will: <ul style="list-style-type: none"> <li>✓ understand the fundamentals of budget management ;</li> <li>✓ demonstrate the ability to forecast their budget appropriately ;</li> <li>✓ have learned how to profile budgets on both an annual and project basis ; and</li> <li>✓ know how to monitor and report their actual spend, and manage their budget.</li> </ul> <i>(Note : delegates will work through a simple case study during the course, using a standard set of budgetary rules and protocols. These will be appropriately contextualised for the employer's business needs.)</i>				
Prerequisites	None				
Session	Aim	Content			
Introduction	Explain the aims of the course and understand particular objectives of individual delegates.	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Understand the objectives and process of the course</li> <li>◆ Agree what outcomes are required</li> </ul>			
Fundamentals	Understand the fundamentals of budget management.	<ul style="list-style-type: none"> <li>◆ Why do we monitor budgets?</li> <li>◆ Running and Capital costs</li> <li>◆ Resource Accounting / Cash Accounting</li> <li>◆ Budget headings and subheadings</li> <li>◆ A simple monitoring system</li> </ul>			
Forecasting	Demonstrate the ability to forecast your budget appropriately.	<ul style="list-style-type: none"> <li>◆ Fixed and variable costs</li> <li>◆ Reviewing previous years' actuals</li> <li>◆ Building in flexibility</li> <li>◆ How much detail is enough?</li> <li>◆ Practice: budget forecast.</li> </ul>			
Profiling	Learn how to profile budgets on both an annual and project basis.	<ul style="list-style-type: none"> <li>◆ Divide by twelve?</li> <li>◆ Last year's spending pattern?</li> <li>◆ Gathering intelligence</li> <li>◆ Hidden costs attached to leavers and joiners</li> <li>◆ Budgeting project costs (no annuality)</li> <li>◆ Planning a 'carry forward'</li> <li>◆ Practice: annual and project-based profiling.</li> </ul>			
Monitor, manage and report	Know how to monitor and report your actual spend, and manage your budget.	<ul style="list-style-type: none"> <li>◆ Getting spend information</li> <li>◆ Comparing spend to profile</li> <li>◆ Reporting standards</li> <li>◆ Variance reports</li> <li>◆ Adjusting profiles</li> <li>◆ Viring between budgets</li> <li>◆ Practice: monitoring a budget and taking appropriate action</li> </ul>			
<b>Book this course now :</b>					
Cost	Price Code A (In-House only)				
To book this event	ITS Training (UK) Ltd, 21/22 Oliver House, 23 Hall St, Chelmsford, Essex. CM2 0HG Tel: 08454 300 262 ~ e-mail:bookings@its-training-uk.com				